

**FRESNO YOSEMITE INTERNATIONAL AIRPORT
CITY OF FRESNO DEPARTMENT OF AIRPORTS**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR CONSULTING SERVICES
ON THE FOLLOWING PROJECTS**

A. PROGRAM NARRATIVE

In response to the changing post-911 security environment and current and future capacity demands, the City of Fresno Department of Airports is seeking a consulting firm or firms to provide professional consulting services for the development of a consolidated rental car facility at Fresno Yosemite International Airport (FYI).

B. BACKGROUND

The Department of Airports in cooperation with rental car agencies operating at FYI has initiated a Customer Facility Charge (CFC) for the purposes of developing a consolidated rental car facility. The consolidated rental car facility will include new or rehabilitated quick turnaround (QTA) facilities, ready/return parking facilities, staging and dead storage areas, customer processing areas, and additional work as may be related to this project. FYI is seeking a firm or firms that can provide comprehensive full-service planning, design, construction documents, bidding support, and construction administration for the proposed construction projects. Firms with experience in design of consolidated rental car operations and facilities, integration of rental car operations into airport operations, and related security trends are encouraged to participate.

C. MINIMUM QUALIFICATIONS

Interested firms must be capable of providing full and comprehensive services from planning through construction administration for the proposed construction projects. Primary consulting firms with experience in design of consolidated rental car operations and facilities, integration of rental car operations into airport operations, and related security trends are encouraged to participate. Interested firms must possess knowledge and experience in, but not limited to, the following:

1. Prime Consultant must have airport rental car facility planning and design experience related to rental car operations and new consolidated rental car facility experience. At least one project must have been constructed within the last 5 years or be currently under construction and represent a minimum of \$10 million valuation.
2. Regulations governing the use of the Customer Facility Charge (CFC) as it relates to the development of rental car facilities.
3. FAA Design Criteria for Airport Terminal Concourse Facilities (AC 150/5360-13).

4. Airport Planning and Design.
5. Preparation of Comprehensive, Coordinated and Complete Construction Documents.
6. Use of all Federal, State and local Codes and Regulations related to the Design and Construction of Airport Projects.
7. Transportation Security Administration (TSA) Regulations, Policies, and Procedures for Airport Operations.
8. Vehicular traffic design concepts as they relate to Airport Operations and rental car operations.
9. Working with the rental car agencies on initial allocation formulas and subsequent reallocation strategies.

D. SCOPES OF WORK

The scope of work involves expansion and rehabilitation of rental car operations at FYI. The project area includes approximately 19 acres of developed and undeveloped land adjacent to the terminal building. The site will be fully developed and the project elements may include improvements to the rental car operations in the baggage claim facility, ready/return areas adjacent to the baggage claim facility, security enhancements, QTA facilities, dead storage and staging areas, related landscaping, lighting, vehicular and pedestrian way finding, and other related work affected by this project scope.

Associated with providing complete programming, planning, pre-design, construction document preparation, bidding and negotiation support, and construction administration services, it is anticipated that at a minimum the following professional consulting services will be necessary for the successful execution of this project.

1. Environmental
2. Planning
3. Architectural
4. Civil and Traffic Engineering
5. Structural Engineering
6. Plumbing, Mechanical, and Electrical
7. Miscellaneous such as way finding and landscaping

E. RELATIVE WEIGHTED CRITERIA FOR CONSULTANT SELECTION (1 = lowest weight, 5 = highest weight)

1. Understanding of project objectives (5)
2. Project Manager experience relevant to this project. Project Manager must be named and committed to this project for its duration (4)
3. Working relationship with the various rental car agencies (3)
4. Experience and track record of similar projects finished on-time and within budget (5)
5. Working relationship with federal, state and local agencies such as the TSA, FAA, City of Fresno Development Department, etc. (2)

6. Capability of the Prime Consultant to perform all or most aspects of project scope (1)
7. Capability of the Prime Consultant to lead the project (4)

F. OUTREACH TO SMALL BUSINESS ENTERPRISES IN SUBCONTRACTING

It is the policy of the City of Fresno to provide all small business enterprises, including minority, women, and disabled veteran business enterprises, equal access and opportunity for participation in the performance of all construction, contracts, professional service contracts, procurement of supplies, equipment and other services.

Therefore, the City requests that a Consultant who intends to subcontract a portion of the work seek out small business enterprises, including minority, women and disabled veteran business enterprises that are potential subcontractors, suppliers, or consultants, and actively solicit their interest, capability and prices.

G. ADMINISTRATIVE PROCEDURES

1. Phase One of the selection process will be your attendance at a MANDATORY pre-submittal meeting on August 18, 2005 in Fresno, CA. Representatives of all interested Prime Consultants are required to attend this meeting. Submissions from firms that do not participate in the pre-submittal meeting will be rejected as non-responsive. For detailed information and registration contact Airports Administration with name of individual that will attend by calling 559-621-4500.
2. Phase Two of the selection process will evaluate all timely submissions. The submissions that meet the Minimum Qualifications as outlined in Section C of this RFQ will be evaluated by using a comparative analysis of the firm and/or firms based on the Weighted Criteria for Consultant Selection. A short-list of qualified firms will be developed.
3. Phase Three of the selection process will consist of presentations by and oral interviews of short-listed firms.
4. Selection of a consultant may be for all or a part of the Scope of Work section. More than one consultant may be selected for different scopes of work. The City reserves the right to choose which scope of work will be assigned to one or more consultants.
5. Fee and scope negotiations will take place with the selected firm. If an agreement is not reached then the selected firm will be disqualified and fee and scope negotiations will begin with an alternate firm from the interview

process. If a fee and scope agreement cannot be reached, then the City reserves the right to terminate the selection process and/or re-advertise for consulting services.

6. The City of Fresno Professional Consulting Services Agreement will be entered once a firm is selected. A copy of a sample agreement is available upon request. The selected Consultant shall be required to submit a "Conflict of Interest Declaration" on City furnished forms and obtain required insurance coverage.
7. In accordance with State of California and City of Fresno laws, the City will carry out all applicable State and local requirements in the award and administration of any contract awarded hereunder.

H. GENERAL REQUIREMENTS/CONDITIONS

1. The City hereby notifies all interested applicants that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation or on any other basis prohibited by law.
2. Prospective firms are advised that the City in the solicitation or evaluation of the interested consultants incurs no obligation or commitments. The Airport reserves the right to waive or modify any part of this RFQ process without penalty at their sole discretion.
3. The Airport reserves the right to define and/or redefine tasks and select for negotiation individual firms and /or assemble submitting firms into implementation teams as it sees fit.
4. Submission of a Statement of Qualification from a proposing firm indicates a willingness to prepare, for a fee, an independent cost estimate and peer review of services to be provided. Preparation of the independent estimate, if requested by the Airport, will eliminate a firm or individual from further consideration for this project.
5. All firms or individuals interested in responding to this Request for Qualifications shall do so by submitting seven (7) copies of their statement of Qualifications by 5:00 PM PST on September 1, 2005 to:

Kevin Meikle, Architect
Airports Planning Manager
4995 E. Clinton Way
Fresno CA 93727-1525

6. At a minimum, submissions shall include the following:
 - A. Minimum Qualifications as per Section C of this RFQ including relevant back up documentation.
 - B. An approach to and understanding of the project objectives.
 - C. Identify the project manager, project team(s), and include firm profiles and single page personnel resumes.
 - D. Relevant comparable experience with projects of similar scope and scale.
 - E. Provide references and examples of projects with similar scope and type. Include budget and schedule information related to these projects.
 - F. A description of the capability of each firm, individual and/or sub-consultant to establish and meet project schedules and deadlines.
 - G. Demonstrate the ability to meet project budgets and schedules, prepare technical specs and drawings, evaluate bid responses, and provide timely construction administration services.
 - H. Demonstrate how the DBE goal will be satisfied.
 - I. Submittal of previous years net earnings